

**RESOLUTION NO. 2017-27**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL TEAM AGREEMENT**

**WHEREAS**, the Forest Grove City Council is the duly elected governing body for the City of Forest Grove; and

**WHEREAS**, the City Charter, Section 10, specifies that the City Council shall determine its own set of rules to govern its meetings and proceedings beyond those specified in the Charter; and

**WHEREAS**, the Council Rules of Procedures, Section 5, specifies the rules of decorum and order; and

**WHEREAS**, the City Council met in Council Work Sessions on February 4 and February 13, 2017, and collectively reviewed and discussed their Council Team Agreement; and


**WHEREAS**, the City Council desires to adopt their Council Team Agreement attached as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE  
AS FOLLOWS:**

Section 1. That the City of Forest Grove City Council hereby adopts their City Council Team Agreement attached as Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of February, 2017.

  
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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of February, 2017.

  
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Peter B. Truax, Mayor

## CITY COUNCIL TEAM AGREEMENT

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### ***Pursuant to Resolution No. 2017-27, the Agreement for Conducting City Council Meetings and Business***

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
  - Treating the public and each other with courtesy;
  - Speaking in turn and on the issue;
  - No interrupting;
  - No engaging in side conversations; and
  - No use of personal communications on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

### **Individual Council Member Conduct Agreements**

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

### **Commitments as a Council**

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.





*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	9
MEETING DATE:	2/27/17
FINAL ACTION:	Reso 2017-25

Reso 2017-26  
Reso 2017-28

## CITY COUNCIL STAFF REPORT

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**PROJECT TEAM:** Jesse VanderZanden, City Manager  
Anna D. Ruggles, CMC, City Recorder

**MEETING DATE:** February 27, 2017

**SUBJECT TITLE:** City Council Goals, Objectives and Team Agreement

**ACTION REQUESTED:**

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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*X all that apply*

### **BACKGROUND:**

The Council held a Retreat on February 4, 2017 in which the Council reviewed, refined, removed, and added Goals and Objectives. In addition, the Council recommended revising the Goals and Objectives spreadsheet by including the Objectives origination date and by adding a "completed" section to allow for continuous tracking. The Council also discussed one change to the Team Agreement that would allow the use of electronic devices during the meeting but only for Council purposes. The Council held a Work Session on February 13, 2017, to affirm, review, and revise the work done during the Retreat.

There are five attachments in the Council Packet:

- 1) The first attachment is the Council Goals and Objectives working document. This document contains the revisions made by Council to the 2016 Council Goals and Objectives during the Retreat and Work Session. Strikethrough denotes language that was removed or moved to the "completed" section. RED denotes language that was added during the Retreat. Blue denotes language that was added during the Work Session.
- 2) The second attachment is the same as the first except all changes are accepted. This is the document being proposed for adoption by resolution, notwithstanding amendments that may occur on the dias. Please note the "Status" column, which is used for internal tracking purposes only, has been removed on this version.
- 3) The third attachment is the Team Agreement working document. Blue denotes language that was added during the Work Session.

- 4) The fourth attachment is the Team Agreement with the changes accepted. This is the document being proposed for adoption by resolution, notwithstanding amendments that may occur on the dais.
- 5) The fifth attachment is the Resolution approving the Council Goals.
- 6) The sixth attachment is the Resolution approving the Council Objectives.
- 7) The seven attachment is the Resolution approving the Council Team Agreement.

**STAFF RECOMMENDATION:**

Staff recommends the Council consider, modify if necessary, and adopt the Council Goals, Objectives, and Team Agreement by resolution.

**ATTACHMENTS:**

- 1) Council Goals and Objectives Working Document
- 2) Council Goals and Objectives Final
- 3) Council Team Agreement Working Document
- 4) Council Team Agreement Final
- 5) Resolution adopting Council Goals
- 6) Resolution adopting Council Objectives
- 7) Resolution adopting Council Team Agreement